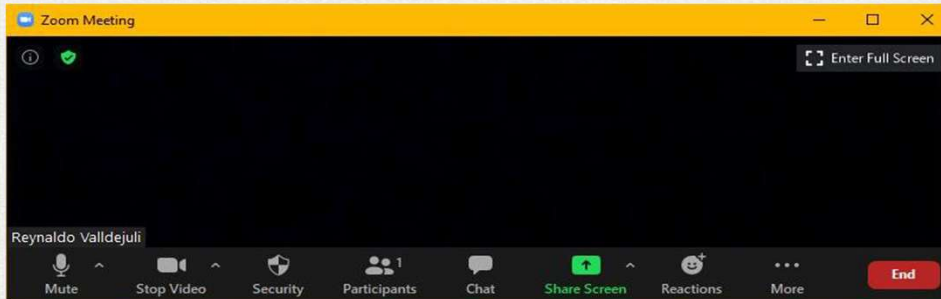


# Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
  - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
  - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



**NOTICE:** In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact [ldoecommunications@la.gov](mailto:ldoecommunications@la.gov).



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## eScholar Office Hours

### April 28, 2022

Visit the [eScholar Support Page](#) for a copy of the webinar deck

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# Agenda

- **Uniq-ID and StaffID**
  - Submit students and staff
  - Deadlines
- **DirectMatch**
  - Statewide matching
  - DSNAP & Address Matching
  - CEP Issues



## 2021-2022 Uniq-ID and StaffID



# Uniq-ID and StaffID

**Student EOY submission: July 8 (snapshot end date)**

- Submit all new students and homeless students

**Staff EOY deadline: August 26 (snapshot end date)**

- Submit all new staff and those who need EdLink dashboard access

Retire IDs	Split IDs
<a href="#">Student RetireID template</a>	<a href="#">Student SplitID template</a>
<a href="#">Staff RetireID template</a>	<a href="#">Staff SplitID template</a>

LEAs must update the active Student/Staff ID in your local system and all LDOE data systems that use the Student/Staff ID for that student/employee.



## 2021-2022 DirectMatch



## DirectMatch - Unavailable April 28

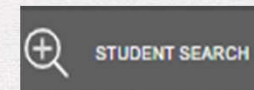
- eScholar will be installing a software update in DirectMatch on **Thursday, April 28** from **4-5 pm**
  - the application will be unavailable to all users
- Try to complete your work before 4 pm



# Statewide DirectMatch

## March SNAP and TANF files were loaded into DirectMatch

- LDOE ran the statewide matching between April 6-7, 2022
  - **SNAP batch # 2161**      **TANF batch # 2165**
  - Districts are responsible for resolving any near matches
    - If you see the message “No results were found” it indicates that your district does not have any near matches to resolve.
    - You may have some matched records to download.
  - Download your SNAP matched records from the Search function



Home > Search Options

### Search Options

Identifier :	Match Type :	District :	School :	School Year :
<input type="text"/>	SNAP ▼	Vernon Parish School... ▲	<input type="text"/>	2022 ▼

Reset



# CEP Training Materials

- CEP Training: [Louisiana Fit Kids - Training Slides](#)


- [Feb 22 slide deck](#)                      [Feb 22 recording](#)
- [March 29 slide deck](#)                      [March 29 recording](#)

*Note: Instructions for Manual Authorization (DSNAP) and Address Matching are provided*

- Submit Population and Elections Data for Community Eligibility Provision (CEP) program *(June 30, 2022)*
  - *The Foster and Medicaid files will be loaded into DirectMatch in mid-May; the matched records can be used for your CEP calculations*
- *Refresh your CEP screen periodically, especially after the statewide SNAP and TANF matching, to update the student counts*

# DSNAP, Homeless and Head Start

## DSNAP

- Use Manual Authorization to submit the DSNAP student as SNAP
- Use the Match icon at the top left of your screen 
- **Complete by June 15**

## Homeless and Head Start

- Students should have LASIDs assigned in Uniq-ID
- Students should be submitted to EdLink
- Homeless and Head Start students will be automatically pulled from EdLink into the district's CEP Manager
- **No need to use the Manual Authorization to add these students**



# Address Matching

## Address Matching

- Resolve the near matches
  - be cautious when resolving the near matches
    - Some addresses are apartments building or trailer lots with no unit #
    - multiple students at the same address – either same/different last names
    - **Complete Address Matching by June 15, 2022**

## Districts that resolved near matches in Address Matching

- LDOE placed a student file in each district's DM-FTP folder
  - Keep this file for their records
  - Use this file to manually update the students' lunch status to Free DC in your local systems (local SIS and/or food service)
  - These students are considered Directly Certified (DC) Extended
- **LDOE will place a new file in DM-FTP folder on May 20 and June 10.**

## CEP To Do Checklist

- Check your list of schools to ensure all schools are there
- Check your students and counts
- Submit your DSNAP to DirectMatch by using the Manual Authorization feature
- Address Matching – do as much as you can. Be careful when matching because some addresses are missing the apartment #, lot #, trailer #
- Refresh your CEP screen periodically, especially after the statewide SNAP and TANF matching, to update the student counts



## Current DirectMatch Issues

- Unable to view roster of manually added
  - eScholar enhancement in the 2022-2023 school year
- Missing schools, closed schools or non-CEP schools in CEP Manager
  - Email [Courtney.Neubauer@la.gov](mailto:Courtney.Neubauer@la.gov) or [Anantha.Lakkakula@la.gov](mailto:Anantha.Lakkakula@la.gov)
- Missing counts (enrollment and programs) for non-publics
  - eScholar is working to resolve this issue
- The Program counts total does not match the Identified counts
  - eScholar will put in a patch on **April 28 (4-5 pm)**
- Some users are not able to see their 2021-2022 CEP data
  - Click on the refresh button; click refresh again if it prompts you
  - Let us know if you still cannot see any data

# CEP Deadline Extension

**March 25, 2022:** CEP deadline was extended pursuant to the waiver authority in [Section 12\(l\) of the NSLA](#).

CEP Requirement	Waiver Deadline*
Data Used to Calculate ISP	Anytime between July 1, 2021 and June 30, 2022
LEA Notification	June 30, 2022
State Agency Notification	June 30, 2022
State Agency Publication	June 30, 2022
Elect CEP for Following SY	September 30, 2022

**By June 30, 2022:** SFAs must confirm the Population Data in eScholar CEP Manager. All population data will automatically be pulled from the eScholar DirectMatch system.

**By September 30, 2022:** SFAs must make final elections regarding CEP participation for the 2022-2023 school year through the eScholar CEP Manager.



## CEP Calculation - Explained

Step 1: Calculate the Individual ISP

$$\text{Individual ISP} = (\text{Free Lunch Count} / \text{Enrollment Count}) * 100$$

Step 2: Calculate the Claiming Percentage

$$\text{Claiming Percentage} = \text{Individual ISP} * 1.6$$

If the Claiming Percentage is greater than 100, round it to 100.

If the Claiming Percentage is less than 100, keep it as is.

## CEP Calculation - Explained

**Example # 1:**      **School: Brown Pelican Elementary**  
**Free Lunch Count = 142      Enrollment Count = 192      (Oct. 1 MFP count)**

*Step 1: Individual ISP = (Free Lunch Count/Enrollment Count) \* 100*

$$(142/192) * 100$$

$$0.739 * 100$$

$$\text{Individual ISP} = 73.9\%$$

*Step 2:      Claiming Percentage = Individual ISP \* 1.6*

$$73.9 * 1.6 = 118.2$$

$$\text{Claiming Percentage} = 100\% \quad (\text{cannot be more than 100})$$

*School is eligible for CEP because the ISP is at least 40%.*

*School is 100% free claiming because the ISP is at least 62.5%.*



## CEP Calculation - Explained

**Example # 2:**      **School: Egret High School**  
**Free Lunch Count = 54      Enrollment Count = 92      (Oct. 1 MFP count)**

*Step 1: Individual ISP = (Free Lunch Count/Enrollment Count) \* 100*

$$(54/92) * 100$$

$$0.587 * 100$$

**Individual ISP = 58.7%**

*Step 2:      Claiming Percentage = Individual ISP \* 1.6*

$$58.7 * 1.6 = 93.9$$

**Claiming Percentage = 93.9%**      (less than 100, keep as is)

*School is eligible for CEP because the ISP is at least 40%.*

*School is not 100% free claiming because the ISP is <= 62.5%.*

# Office Hours and Monthly Webinar

- **eScholar Office hours 10:00 am each Thursday**
  - Zoom link: <https://ldoe.zoom.us/j/96648596634>
  - Dial-In Phone Number: (312) 626-6799
- **Data Coordinator Office hours 1:00 pm each Thursday** (except the Thursdays when the monthly Data Coordinator webinar is held).
  - Zoom link: <https://ldoe.zoom.us/j/93069704449>
  - Dial-In Phone Number: (408) 638-0968
- **Data Coordinator Monthly Webinar 1:00 pm usually the first Thursday of each month**
  - **Thursday, May 5** See the full [2021-22 Data Coordinator Webinar schedule](#)
  - Zoom Link: <https://ldoe.zoom.us/j/976397929>
  - Dial-In Phone Number: (408) 638-0968
  - Meeting ID#: 976 397 929



## eScholar Systems -Who to contact for support

Who to Contact for Support	For assistance with
<a href="mailto:Anantha.Lakkakula@LA.GOV">Anantha.Lakkakula@LA.GOV</a>	<ul style="list-style-type: none"> <li>• Retire/Split LASID or Staff ID, LASID/Staff ID Audits</li> <li>• Administrative functions such as system settings and configurations</li> <li>• eScholar Security (User Access/Role Based questions)</li> <li>• Enhancements</li> <li>• eScholar related EdLink ADQ/Dashboard/Security questions</li> </ul>
<a href="mailto:Jayanthi.Sothirajah@LA.GOV">Jayanthi.Sothirajah@LA.GOV</a>	<ul style="list-style-type: none"> <li>• Student ID updates and maintenance</li> <li>• DirectMatch and CEP Manager (SNAP, TANF, Free/Reduced Lunch counts etc)</li> <li>• eScholar related EdLink ADQ/Dashboard questions</li> <li>• Security Coordinators needing eScholar Student ID credentials or assistance providing their staff with eScholar systems access</li> </ul>
<a href="mailto:Wanggan.Yang@LA.GOV">Wanggan.Yang@LA.GOV</a>	<ul style="list-style-type: none"> <li>• StaffID updates and maintenance</li> <li>• eScholar related EdLink ADQ/Dashboard questions</li> <li>• Security Coordinators needing escholar Staff ID credentials or assistance providing their staff with Staff ID portal access</li> </ul>
<a href="mailto:support@escholar.com">support@escholar.com</a>	<ul style="list-style-type: none"> <li>• eScholar FTP Industry Based Credentials (IBCs)/HiSet folders</li> <li>• Software bugs (system outage, security issues etc.)</li> <li>• Requests for utilizing web services</li> </ul>
Your LEA Security Coordinator	<ul style="list-style-type: none"> <li>• System access for new users</li> <li>• Assistance with your eScholar login/password</li> </ul>
Visit <a href="#">escholar support page</a>	<ul style="list-style-type: none"> <li>• User Guides, FAQs, Announcements, Office Hours/Trainings Recordings etc.</li> </ul>



Believes

## Who to contact for support

- Email [LDOECVR@la.gov](mailto:LDOECVR@la.gov) for any questions about the Curriculum Verification and Reporting Portal (CVR)
- Email [edlink360@la.gov](mailto:edlink360@la.gov) for any questions about EdLink and EdLink Security. Also refer to the available [Security Resources](#).
- Email [systemsupport@la.gov](mailto:systemsupport@la.gov) for any questions/concerns/issues for the systems/topics listed below.

Security Coordinator updates and Contact List updates

Systems accessed through the LEADS Application Portal

Student Transcript System (STS), STS Prior period opens, IBC uploads, Sponsor Site System (SPS), Special Education Reporting System (SER), Annual Financial Reporting (AFR), School Finder and Principal and Superintendent Secure Portal

NOTE: Email sent to these boxes will be forwarded to the new ticketing system and tickets created for response. Please respond as necessary to those emails.

- PowerSchool sFTP Credentials and Whitelisting Requests: [LDOE\\_LEA\\_Support@powerschool.com](mailto:LDOE_LEA_Support@powerschool.com)
- Pandemic-EBT (P-EBT): [Carol.Mosley@la.gov](mailto:Carol.Mosley@la.gov); [EdTech@la.gov](mailto:EdTech@la.gov)
- Email [Sherry.Randall@la.gov](mailto:Sherry.Randall@la.gov) or [Crystal.Wilkinson@la.gov](mailto:Crystal.Wilkinson@la.gov) for Administrative issues (except security issues), EdLink Training, 22-23 System Enhancements